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24 July 1953

TO: Comptroller
FROM: Chief, Finance Division

25X1A6A SUBJECT: Cash Discrepancies - [REDACTED]

25X1A6A 1. PROBLEM.--It is requested that consideration be given to relieving the [REDACTED] Station of small discrepancies in their cash accountability.

2. FACTS BEARING ON THE PROBLEM.--Dispatch no. [REDACTED] (TAB "A") reported a cash overage of \$16.00 which was first noted on 16 September 1952 when the cash count was made at the end of the day. There had been no discrepancies noted in the cash count the previous day and upon checking with various individuals at the station it was concluded that no payments were made without being recorded on 16 September 1952. As late as 7 October 1952 no individual receiving funds from the source in question reported having been "short-changed". An audit of the month's transactions at the end of September failed to reveal the reason for the overage. Headquarters advised the station to reflect the overage in their accounts and transfer (T/A) the overage to Headquarters where same would be held in suspense for a period of ninety (90) days in the expectation that an explanation would present itself in the normal course of business at the Station (TAB "B").

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25X1A6C [REDACTED] (TAB "C") reported a cash shortage occurring in a cash count at the end of the day on 29 December 1952 in the amount of \$19.00. Investigation revealed that no one at the Station had received the \$19.00 and failed to acknowledge same. As of 2 January 1953 three months activities were audited and did not reveal the cause of the shortage. In [REDACTED] Headquarters called the \$16.00 overage to the attention of the Station and asked for an analysis of the overage and shortage with a view toward connecting the two transactions (TAB "D"). [REDACTED] (TAB "E") states that there appears to be no connection between the overage and the shortage and recommends the overage be applied to the shortage and the net \$3.00 loss be written off.

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3. CONCLUSION.--The facts developed in this case indicate that the reported differences in cash resulted from errors of the type

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over cash are evidenced by daily cash count. [] and [] Administrative and Finance Officer, respectively, of the Station were both "seasoned" employees of the Finance Division prior to their present assignments.

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4. RECOMMENDATION.--In view of the above, it is recommended that the overage (\$16.00) be taken into Miscellaneous Receipts of the Treasury and that relief be granted the custodian of the funds and the Chief of Station [] for the shortage of \$19.00.

25X1A6A

[]

25X1A9A

ANNEXES:

TABS "A" thru "E"

APPROVED/DISAPPROVED

Acting Deputy Director/Administration

FD/LEB:mfn

In Comp. 7/27

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